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UNITED STATES DEPARTMENT OF AGRICULTURE  
EXTENSION SERVICE  
Washington 25, D. C.

REPORT OF HOME MANAGEMENT SUBJECT-MATTER SPECIALIST'S ACTIVITIES

January 1, 1945 - December 31, 1945

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I. SCOPE OF SUBJECT MATTER

Home management work in 1945 stressed three main phases, namely: Family economics, housing improvement, and work simplification in the home. The objectives of home management extension activities, as set forth in the memorandum of agreement with the Bureau of Human Nutrition and Home Economics are:

To establish and perfect a system of cooperation between the Bureau of Home Economics and Extension Service, to attain the following ends:

(1) To develop better home management practices by farm families in the use of money, time, physical resources, and abilities of family members so that the farm family may obtain maximum satisfactions from everyday living.

(2) To perfect cooperative arrangements for extension work in home management with the State agricultural colleges under the general memorandum of understanding, in order that the Division of Cooperative Extension may be able to get its information before the public extension agencies, and into the practices of farm families.

(3) To review home management extension projects submitted by the States, and to study the methods of home management extension in effect in the various States with the object of securing the adoption of such improved methods.

(4) To prepare publications on extension home management methods and to promote the preparation by the Extension Service and the Bureau of Home Economics of subject matter needed in extension work.

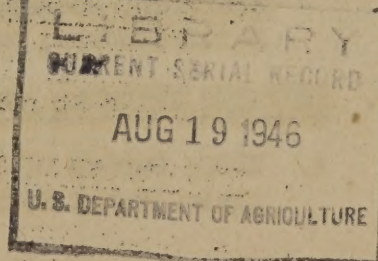
(5) To disseminate timely information on home management developments that might prove of value in furthering the home management extension projects.

(6) To act as a common carrier of information on subject matter and methods in home management and act as a clearing house for information between the States and this Department on home management matters.

(7) To prepare at the end of each year a report on the results obtained in home management extension work in the United States during the year and to suggest steps necessary to increase the efficiency of this work.

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- 2 -

States Served

48 States, Puerto Rico, Hawaii, and Alaska.

63 home management specialists employed in 43 States.

25 house furnishing specialists employed in 17 States.

States visited in 1945:

14 different States; 5 of the 14 were visited twice.

2. MAJOR PHASES OF WORK DURING 1945 WERE:

A. Family Economics:

1. Agricultural and Farm Family Living Outlook.
2. Farm and home financial planning.
3. Individual farm and home planning.
4. Consumer education, with special emphasis on housing and household equipment.

B. Housing:

1. Functional planning.
2. House furnishings.
3. Teaching methods.

C. Work Simplification in the Home.

1. J.M.T. courses.
2. Time and motion economy principles applied to homemaking.

3. COOPERATION WITH OTHERS:

- A. Bureau of Human Nutrition and Home Economics. The subject-matter specialist is the liaison staff member of the Extension Service and the BHNHE and takes active part in all activities of the Bureau as requested by the Chief of the Bureau.
- B. Commercial agencies--fostered magazine articles; helped plan movies and special studies with materials dealers and national farm and women's magazines.
- C. Committee membership--included 16 committees in the Extension Service, the American Home Economics Association, liaison within the USDA and other Government departments.
- D. Special conferences participated in during the year included: Missionary; American Home Economics Association, housing program chairman; Household Equipment conference of home economists and manufacturers; and Chinese students.

4. SERVICES RENDERED AND ACCOMPLISHMENTS:

- A. USDA; Bureau of Human Nutrition and Home Economics and Bureau of Agricultural Economics to States:



Example: Annual Agriculture and Farm Family Living Outlook Conference, and current family economic materials to all county home demonstration agents.

The Outlook Conference is an "in-service training" conference primarily for State home management specialists. The Bureau furnishes subject matter and aids in developing the program.

Result: 49 home economists attended from 38 States. Results in terms of meetings held, State literature prepared, and other means of evaluation, not yet available, but 1944 statistics showed 539,677 families assisted in using timely economic information in making buying decisions or adjustments in family living.

Subject-matter information in family economics is assembled by the Family Economics Section of the BHNHE and sent monthly to all county home demonstration agents in the Rural Family Living Letter. The Family Economics Section also prepares the Annual Farm Family Living Outlook Chartbook.

B. States to Bureau of Human Nutrition and Home Economics:  
(Example chosen without consultation with the Bureau.)

Example: Redesigning of Household Equipment Conference, held at Ithaca, N. Y., January 1945.

State home management specialists conceived the idea of holding such a conference in order that some of the problems of poorly designed equipment might be attacked at the source of supply. The purpose of this conference was: "to provide an opportunity for home economists and manufacturers of household equipment to discuss the problems of design as they affect the functional use of household equipment." The conference was financed in part and sponsored by the work simplification project of the General Education Board.

Results: The conference clarified areas needing research, stimulated research activities in the Bureau and land-grant colleges, as well as with manufacturers, and aided in the decision of the Extension Service to continue emphasis on the "Consumer Speaks" project to help consumers voice their plea that equipment be designed and manufactured that really does the job and gives true consumer satisfaction.

C. Interstate Services Rendered:

Example: JMT Courses

Two years' experimental work with job methods training work in New Jersey proved that this method could be used successfully with home-makers to help them develop their own better methods of doing more and better work with less time and less effort. Through the cooperation of Extension Labor Program--Miss Hall, of WLA; and L. Vaughan--Mrs. Anderson, of New Jersey, was lent to the Extension Service for 2 months and she and Mr. Welch trained 140 people to conduct 10-hour courses in this method. Exchange of ideas on improvement of jobs was also fostered through letters to State specialist.



Results: Widespread continued interest in simplification of household tasks, 10 articles appeared in national publications, many workers applied JMT to their own jobs, and 398,211 women in 1944 improved housekeeping methods and 157,527 provided needed storage space.

5. PUBLICATIONS:

- A. Posture in Housework Charts, and Farm and Home Financial Planning Circular prepared in cooperation with other specialists; 14 home management letters; 6 send-for lists; check lists on housing; and several talks.

PLANS AND RECOMMENDATIONS: HOME MANAGEMENT SUBJECT MATTER SPECIALIST

January 1, 1946 - December 31, 1946

1. MAJOR PROBLEMS REQUIRING ATTENTION IN 1946

The choice of activities of the home management specialist for 1946 are based on statements appearing in special studies or committee reports on home demonstration and extension work, as well as the Bankhead-Flannagan Act.

PLANS FOR 1946

A. Phases of program to be emphasized:

1. Housing, in cooperation with Agricultural Engineering.
  - a. Functional planning, especially with remodeling problems.
  - b. Kitchen improvement, water systems, and electricity.
  - c. House furnishing in relation to house building or remodeling.
  - d. Application of JMT and time and motion study to house remodeling and simplifying household tasks.
2. Family Economics
  - a. Farm Family Living Outlook.
  - b. Financial Planning (based on new bulletin by Bureau of Human Nutrition and Home Economics).
  - c. What to look for when you buy household equipment.
3. Farm and Home Management, in cooperation with farm management staff.
  - a. Farm and home financial planning, with special emphasis on housing and household equipment.
  - b. Farm and home accounts and their use.
  - c. Individual farm and home planning.
  - d. Economic problems and public policy.

B. Field trips and regional conferences:

1. Housing:
  - a. January 24-26 -- Central States Housing Conference held in Chicago.
  - b. April -- Southern States: Florida, Georgia, Alabama, and Mississippi.



- c. July -- Consultant, summer school session on housing, Rhode Island.
- d. No date -- Regional conferences are needed in South and West.

2. Farm and Home Management:

- a. April -- Missouri and other Central States, to study "Balanced Farming" and develop a more comprehensive program from the Federal level.
- b. December -- National Outlook Conference.
- c. No date -- Regional or District Conferences could well be held with farm management staff on individual farm and home planning and "Where do we want to go with farm and home accounts?"

3. Family Economics:

- a. June -- American Home Economics Association at Cleveland, to follow up "Consumer Speaks" project on household equipment.
- b. No date -- National Outlook Conference.

C. Teaching aids to be prepared:

1. Housing:

- a. Visual aids. Pictures and slide set to be prepared in cooperation with the Division of Extension Information. Pictures to be taken in North Carolina in February, by Miss Bailey and Mr. Ackerman.
- b. Household equipment charts are needed, showing points to look for when selecting equipment.
- c. "Cut-outs" for house planning are needed.
- d. At least two housing letters emphasizing good teaching methods.
- e. Assist with Farmhouse Committee (S. P. Lyle, chairman) in preparing a report for States to use in developing State housing programs.
- f. One or two home management letters devoted to JMT and work simplification.

2. Family Economics:

- a. Specialist will depend upon BHNHE for teaching aids, such as Family Living Letter and Outlook Chartbooks.
- b. At least two home management letters will highlight teaching methods and activities in this field.
- c. Revision of 4-H Club My Personal Account Book, in cooperation with Gertrude Warren and National 4-H Club Committee.

3. Farm and Home Management:

- a. Prepare a popular circular with Z. L. Galloway on Farm and Home Financial Planning, based on circular 422.
- b. Assemble teaching aids to develop individual farm and home planning procedures.
- c. Cooperate in preparing materials on phases of "Economic Problems and Public Policy" of interest to homemakers.



1. 1. 1.

1. The first part of the paper is devoted to a review of the literature on the topic. It starts with a general overview of the field, followed by a more detailed discussion of the specific issues at hand. The literature is organized chronologically, starting from the early works and moving towards more recent studies. The review highlights the contributions of various researchers and identifies the gaps in the current knowledge.

*[Faint handwritten notes at the bottom of the page]*

10

1. 1940. 1941. 1942. 1943. 1944. 1945. 1946. 1947. 1948. 1949. 1950. 1951. 1952. 1953. 1954. 1955. 1956. 1957. 1958. 1959. 1960. 1961. 1962. 1963. 1964. 1965. 1966. 1967. 1968. 1969. 1970. 1971. 1972. 1973. 1974. 1975. 1976. 1977. 1978. 1979. 1980. 1981. 1982. 1983. 1984. 1985. 1986. 1987. 1988. 1989. 1990. 1991. 1992. 1993. 1994. 1995. 1996. 1997. 1998. 1999. 2000. 2001. 2002. 2003. 2004. 2005. 2006. 2007. 2008. 2009. 2010. 2011. 2012. 2013. 2014. 2015. 2016. 2017. 2018. 2019. 2020. 2021. 2022. 2023. 2024. 2025. 2026. 2027. 2028. 2029. 2030. 2031. 2032. 2033. 2034. 2035. 2036. 2037. 2038. 2039. 2040. 2041. 2042. 2043. 2044. 2045. 2046. 2047. 2048. 2049. 2050. 2051. 2052. 2053. 2054. 2055. 2056. 2057. 2058. 2059. 2060. 2061. 2062. 2063. 2064. 2065. 2066. 2067. 2068. 2069. 2070. 2071. 2072. 2073. 2074. 2075. 2076. 2077. 2078. 2079. 2080. 2081. 2082. 2083. 2084. 2085. 2086. 2087. 2088. 2089. 2090. 2091. 2092. 2093. 2094. 2095. 2096. 2097. 2098. 2099. 2100. 2101. 2102. 2103. 2104. 2105. 2106. 2107. 2108. 2109. 2110. 2111. 2112. 2113. 2114. 2115. 2116. 2117. 2118. 2119. 2120. 2121. 2122. 2123. 2124. 2125. 2126. 2127. 2128. 2129. 2130. 2131. 2132. 2133. 2134. 2135. 2136. 2137. 2138. 2139. 2140. 2141. 2142. 2143. 2144. 2145. 2146. 2147. 2148. 2149. 2150. 2151. 2152. 2153. 2154. 2155. 2156. 2157. 2158. 2159. 2160. 2161. 2162. 2163. 2164. 2165. 2166. 2167. 2168. 2169. 2170. 2171. 2172. 2173. 2174. 2175. 2176. 2177. 2178. 2179. 2180. 2181. 2182. 2183. 2184. 2185. 2186. 2187. 2188. 2189. 2190. 2191. 2192. 2193. 2194. 2195. 2196. 2197. 2198. 2199. 2200. 2201. 2202. 2203. 2204. 2205. 2206. 2207. 2208. 2209. 2210. 2211. 2212. 2213. 2214. 2215. 2216. 2217. 2218. 2219. 2220. 2221. 2222. 2223. 2224. 2225. 2226. 2227. 2228. 2229. 2230. 2231. 2232. 2233. 2234. 2235. 2236. 2237. 2238. 2239. 2240. 2241. 2242. 2243. 2244. 2245. 2246. 2247. 2248. 2249. 2250. 2251. 2252. 2253. 2254. 2255. 2256. 2257. 2258. 2259. 2260. 2261. 2262. 2263. 2264. 2265. 2266. 2267. 2268. 2269. 2270. 2271. 2272. 2273. 2274. 2275. 2276. 2277. 2278. 2279. 2280. 2281. 2282. 2283. 2284. 2285. 2286. 2287. 2288. 2289. 2290. 2291. 2292. 2293. 2294. 2295. 2296. 2297. 2298. 2299. 2300. 2301. 2302. 2303. 2304. 2305. 2306. 2307. 2308. 2309. 2310. 2311. 2312. 2313. 2314. 2315. 2316. 2317. 2318. 2319. 2320. 2321. 2322. 2323. 2324. 2325. 2326. 2327. 2328. 2329. 2330. 2331. 2332. 2333. 2334. 2335. 2336. 2337. 2338. 2339. 2340. 2341. 2342. 2343. 2344. 2345. 2346. 2347. 2348. 2349. 2350. 2351. 2352. 2353. 2354. 2355. 2356. 2357. 2358. 2359. 2360. 2361. 2362. 2363. 2364. 2365. 2366. 2367. 2368. 2369. 2370. 2371. 2372. 2373. 2374. 2375. 2376. 2377. 2378. 2379. 2380. 2381. 2382. 2383. 2384. 2385. 2386. 2387. 2388. 2389. 2390. 2391. 2392. 2393. 2394. 2395. 2396. 2397. 2398. 2399. 2400. 2401. 2402. 2403. 2404. 2405. 2406. 2407. 2408. 2409. 2410. 2411. 2412. 2413. 2414. 2415. 2416. 2417. 2418. 2419. 2420. 2421. 2422. 2423. 2424. 2425. 2426. 2427. 2428. 2429. 2430. 2431. 2432. 2433. 2434. 2435. 2436. 2437. 2438. 2439. 2440. 2441. 2442. 2443. 2444. 2445. 2446. 2447. 2448. 2449. 2450. 2451. 2452. 2453. 2454. 2455. 2456. 2457. 2458. 2459. 2460. 2461. 2462. 2463. 2464. 2465. 2466. 2467. 2468. 2469. 2470. 2471. 2472. 2473. 2474. 2475. 2476. 2477. 2478. 2479. 2480. 2481. 2482. 2483. 2484. 2485. 2486. 2487. 2488. 2489. 2490. 2491. 2492. 2493. 2494. 2495. 2496. 2497. 2498. 2499. 2500. 2501. 2502. 2503. 2504. 2505. 2506. 2507. 2508. 2509. 2510. 2511. 2512. 2513. 2514. 2515. 2516. 2517. 2518. 2519. 2520. 2521. 2522. 2523. 2524. 2525. 2526. 2527. 2528. 2529. 2530. 2531. 2532. 2533. 2534. 2535. 2536. 2537. 2538. 2539. 2540. 2541. 2542. 2543. 2544. 2545. 2546. 2547. 2548. 2549. 2550. 2551. 2552. 2553. 2554. 2555. 2556. 2557. 2558. 2559. 2560. 2561. 2562. 2563. 2564. 2565. 2566. 2567. 2568. 2569. 2570. 2571. 2572. 2573. 2574. 2575. 2576. 2577. 2578. 2579. 2580. 2581. 2582. 2583. 2584. 2585. 2586. 2587. 2588. 2589. 2590. 2591. 2592. 2593. 2594. 2595. 2596. 2597. 2598. 2599. 2600. 2601. 2602. 2603. 2604. 2605. 2606. 2607. 2608. 2609. 2610. 2611. 2612. 2613. 2614. 2615. 2616. 2617. 2618. 2619. 2620. 2621.